

Primary School Teacher

Job description

Line Manager: Head of the Primary Phase

Also accountable to: Headmaster

Usual or main location(s): St. Michael's School, Burghclere

Subject to Enhanced DBS Check and Safer Recruitment guidelines

Job Purpose

To teach and educate students according to guidelines provided by the Teaching of the Catholic Church and the regulatory framework relating to Independent Schools in England.

To actively support moral leadership of students in the exercise of teaching or pastoral duties, in accordance with School policies and procedures and the practices and customs of the Priestly Society of St. Pius X.

Key Outcomes

1. Implement effective classroom teaching and learning strategies that help pupil progress, keeping subject knowledge up to date.
2. Actively contribute to and engage with whole-school approaches to the curriculum, schemes of work and lesson planning.
3. Implement effective assessment and monitoring of pupils and contribute to whole school pupil progress tracking.
4. Ensure all pupils are safeguarded and well-being is promoted.
5. Employ effective communication with all staff, contributing to the development of school plans and to help improve the reputation of the School.
6. Evidence professional development, through use of the School's Performance Framework, and undertaking all mandatory requirements determined by the School Handbook or regulations governing schools.

Teachers at St. Michael's are required to work in accordance with the School's Staff Handbook, [Curriculum Policy](#) and [Behaviour Policy](#). The measures below are not designed to be an exhaustive list but an indication of day to day tasks that will help meet the outcomes above:

Day to day measures

1. Plan, prepare and deliver lessons to all students in the class.
2. Teach according to the educational needs, abilities and achievement of the individual students and groups of students
3. Work within school policies and procedures and towards the implementation of school development plans

4. Promote the general progress and well-being of students through the teaching, assessment, recording and reporting on the development, progress, attainment and behaviour of one's students
5. Maintain good order and discipline amongst students under one's care and safeguarding their health and safety at all times, in accordance with school policies
6. Review and evaluate one's own teaching and learning strategies in line with latest guidance and established methodologies, evidencing how Teachers Standards are met throughout the course of the academic year
7. Support the Head of Primary/SLT in developing whole-school approaches to curriculum management
8. Participate in the School's performance management framework as directed by SLT, including continuing professional development (CPD) opportunities in line with the annual performance cycle discussions/targets
9. Advise, support and cooperate with the Senior Leadership Team (SLT), office staff and other teachers in the preparation and development of the Curriculum Policy, schemes of work, lesson plans and teaching and assessment materials and pastoral care arrangements
10. Participate in whole-school, departmental or other meetings related to the school curriculum or pastoral care arrangements, for the better organisation and administration of the school
11. Cooperate fully with the Head of Primary in preparing and participating in school inspections, including mock inspections
12. Read, understand and follow all school policies, especially those related to staff conduct, pupil behaviour, curriculum and assessment management and safeguarding, and successfully undertake all mandatory training required by the school
13. Attend school assemblies and other school religious ceremonies i.e. weekly school Mass

Safeguarding

14. Cooperate fully with SLT to secure a safeguarding culture and to ensure that every child is effectively safeguarded and that their welfare is promoted at all times
15. Undertake all required safeguarding training, as directed by the School
16. Register and monitor the attendance of students under one's care, according to school practice.

Person Specification:

- QTS and experience teaching KS1 and/or KS2
- Knowledge and understanding of good practice relating to Primary teaching and learning
- Excellent oral and written communication skills
- Ability to plan effectively
- Effective organisational skills
- Ability to work effectively as part of a team
- Flexible in mindset
- Commitment to upholding the Catholic ethos of St. Michael's School